

Change Media Owner and Add Collaborator

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This article describes how to change media owners and add collaborators to media.

NOTE: If you cannot access this functionality, ask your administrator to give you the required permission.

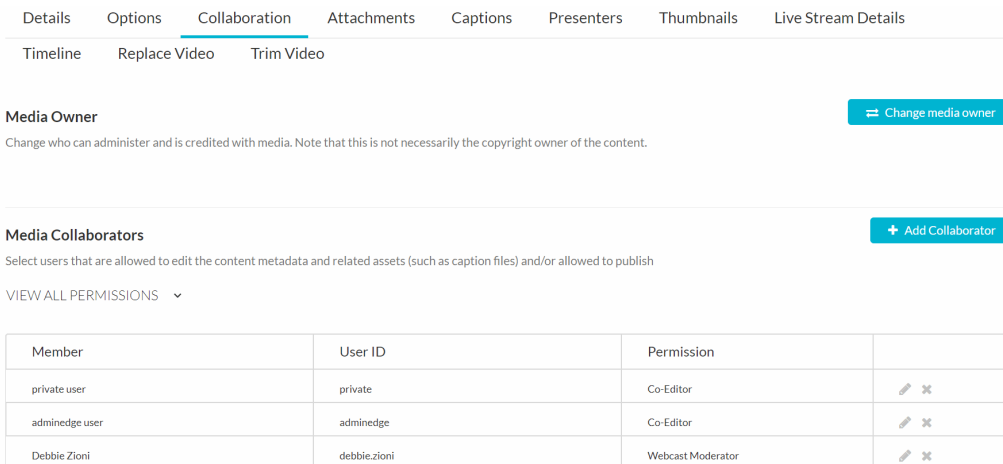
Media owners can change the media ownership (for example in case the owner is leaving the organization and someone needs to take ownership of the media). They may also add co-editors, co-publishers, co-viewers and Webcasting moderators to their media.

The types of collaborators and their permissions are as follows:







1. Co-Editors - can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers. Co-editors can see the analytics page for the media they co-edit.
2. Co-Publishers - can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display. Group support may be enabled for the Media Collaboration features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.
3. Co-Viewers - are only able to view media and do not have editing permissions, nor are they allowed to view unlisted entries, unless they are also co-publishers or co-editors of that entry.
4. Kaltura Webcasting Moderators - are also added through the Media Collaboration Tab. Only Media Owners can assign Webcasting Moderators for a Kaltura Webcasting event. Only after a Webcasting Moderator is assigned as a collaborator, the Moderator View may be launched through the Actions menu in the Webcast Event URL. Webcast Moderators may send announcements, respond to questions, mark questions in queues, and answer on air.

To change an entry's media owner

1. Access the [Edit Media Page](#).
2. Click on the Collaboration tab.



The screenshot shows the 'Collaboration' tab selected in the 'Edit Media Page' interface. The top navigation bar includes 'Details', 'Options', 'Collaboration', 'Attachments', 'Captions', 'Presenters', 'Thumbnails', and 'Live Stream Details'. Below this, there are sub-tabs: 'Timeline', 'Replace Video', and 'Trim Video'. The main content area is divided into two sections: 'Media Owner' and 'Media Collaborators'. The 'Media Owner' section has a 'Change media owner' button. The 'Media Collaborators' section has an 'Add Collaborator' button and a list of users with their permissions. A 'VIEW ALL PERMISSIONS' dropdown is also visible.

Member	User ID	Permission	
private user	private	Co-Editor	 
admindedge user	admindedge	Co-Editor	 
Debbie Zioni	debbie-zioni	Webcast Moderator	 

3. Click Change media owner.
The Change media owner window is displayed.

Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

▼ ⓘ

Cancel
Save

4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).
5. Click Save.

To add Co-Editors, Co-Publishers Co-Viewers, and Webcasting Moderators

1. Access the [Edit Media Page](#).
2. Click on the Collaboration tab.

Details
Options
Collaboration
Attachments
Captions
Presenters
Thumbnails
Live Stream Details

Timeline
Replace Video
Trim Video

Media Owner ≡ Change media owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▼

Member	User ID	Permission	
private user	private	Co-Editor	✎ ✕
admindedge user	admindedge	Co-Editor	✎ ✕
Debbie Zioni	debbie.zioni	Webcast Moderator	✎ ✕

3. Click Add Collaborator.
The Add Collaborator window is displayed.

Add a Collaborator

 ⓘ

Select Permissions:

- Co-Editor
- Co-Publisher
- Co-Viewer
- Webcast Moderator

Cancel

Add

- Enter the collaborator's user name or ID or the group's name or ID. You can add users/groups that are available on the site and you can use the auto-complete function (from 3rd letter and on).
- Check the type(s) of permissions for the collaborator you are adding to the media entry.
- Click Add.
- To view the collaborators' permissions click View all Permissions and select the type of collaborator.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

	User ID	Permission	
<input checked="" type="checkbox"/> All Permissions			
Co-Editor	lucl	Co-Editor	✎ ✕
Co-Publisher	WebcastingAdmin	Co-Editor	
Co-Viewer	debbiz	Co-Viewer	✎ ✕
Webcast Moderator			

- Use the editing options/icons in the Actions column to edit/delete the collaboration options.

Your KMS administrator may also configure the option of adding co-editors, co-publishers, co-viewers or Webcast Moderators during upload of an entry in KMS or KAF.

Filtering for Entries to Which You Have Privileges

In My Media, there is a filter to "View Ownership". The options are:

Ownership

- Any Owner
- Media I Own
- Media I Can Edit
- Media I Can View
- Media I Can Publish

Selecting one of these filters in the Media Collaboration tab displays the entries where you have that collaborative

privilege.





Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[+ Add Collaborator](#)

VIEW ALL PERMISSIONS ▾

- ✓ All Permissions
- Co-Editor
- Co-Publisher
- Webcast Moderator

	User ID	Permission	
	private	Co-Editor	 
	adminedge	Co-Publisher	 
	debbiezioni	Webcast Moderator	